

September 12, 2013



Dear School Administrator:

The Akron Art Museum is committed to supporting the educational success of local youth by providing quality educational programs and exciting learning opportunities for students and educators. The K-12 tour program provides participants with firsthand experience of the significant artworks in the museum's collection and special exhibitions. Our K-12 tours support the Ohio Academic Content Standards for the Visual Arts and whenever possible, other academic areas, such as science, language arts, and social studies. Programs are thematic and organized by grade level.

School tours are FREE for students and chaperones when scheduled by a teacher, instructor or school official at least three weeks in advance. In addition, the museum receives special funding to help K-12 classroom teachers bring their students to the museum for educational field trips. For classes who are unable to visit the museum due to prohibitive transportation costs, the museum will reimburse school districts up to \$195 per field trip. The museum is also able to reimburse school districts for the cost of hiring substitute teachers for classroom teachers who do not teach in self-contained classrooms (i.e., elementary art teachers and secondary teachers). Field trips to the museum, including travel time to and from the museum, typically take up less than half of the school day. The museum will reimburse districts for substitute teacher pay rates up to \$65 per field trip.

In order to reimburse your school district for all applicable expenses, please send an official invoice to TOUR REIMBURSEMENT, One South High St., Akron, OH 44308. **Invoices must be received within 30 days of the completed field trip and include the following information for your school or district to be reimbursed:**

- The billing address and to whom and the reimbursement check should be made out to and directed.
- For transportation reimbursement: **the itemized total costs for each visit including round trip mileage, mileage rates, and hourly driver rates**
- For sub coverage: the current sub pay rate

**Invoices received later than 30 days after the field trip or that do not include the above information may delay or prevent reimbursements.** After the field trip takes place and the museum has received an invoice with all necessary information, a check will be issued and mailed as directed.

I am happy to address any other questions you may have about the reimbursements or the museum's tour program.

Thank you for allowing your students and teachers to participate in this unique and educational field trip experience!

Sincerely,

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